



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
I&LO 5000.1
LSO

JUL 14 2004

INSTALLATIONS AND LOGISTICS ORDER 5000.1

From: Deputy Commandant for Installations and Logistics
To: Distribution List

Subj: INSTALLATIONS AND LOGISTICS CHECK IN/OUT PROCEDURES

Encl: (1) Installations and Logistics (I&L) Check-In/Out Sheet
(2) Battalion Check-In Sheets
(3) Battalion Check-out Sheet
(4) Administration and Resources (AR) Check-Out Sheet

1. Purpose. To prescribe policy and procedures to assist Installations and Logistics personnel in checking in and out of the Department.

2. Scope. All military and civilian personnel assigned to Installations and Logistics will check in and out as follows:

a. Check-In. Upon assignment or employment to the Installations and Logistics Department, all personnel will check in using the following process:

(1) Military Personnel will begin their check-in process as directed by the Commanding Officer, Headquarters Battalion, Building 29, Room 205 and obtain a copy of Encl (2). They will then report to Logistics Support Division, Logistics Support Operations (LSO), Room 1103 to obtain an internal I&L check-in sheet, (Encl (1)).

(2) Civilian employees will report to (LSO) in Room 1103, to obtain an internal I&L check-in sheet, (Encl (1)).

b. Check-Out. Upon transfer, discharge, retirement, or termination of employment, all personnel will check out in the following manner:

(1) Military Personnel will obtain a check-out sheet, Encl (3) from the Commanding Officer, Headquarters Battalion, Building 29, Room 205. They will then obtain an Internal I&L check-out sheet, Encl (1) from LSO, Room 1103.

(2) Civilian employees will obtain internal check-out sheets from LSO, Room 1103, (Encl (1) and Encl (4)).

c. The check in or check out sheet will be completed in full and returned to LSO for retention in office files.

3. Applicability. This policy is applicable to all Installations and Logistics personnel.

CARLA LIBERATORE
By Direction

DISTRIBUTION: INSTALLATIONS AND LOGISTICS

I&L INTERNAL CHECK IN/OUT PROCESSING SHEET

EMPLOYEE NAME: _____ SSN: _____

TITLE/SERIES/GRADE: _____ BRANCH CODE: _____

SUPERVISORS NAME: _____ RELEASE DATE: _____

SPONSOR: _____ CHECK IN: _____ CHECK OUT: _____

1. Personnel Administration (LSO, Room 1103, 703-695-8667):
(Personnel Data Sheet, Payroll Information) _____

2. Security Liaison (LSO, Room 1103, 703-695-8581):
(Clearances, Government/CAC ID's) _____

3. Parking Liaison (LSO, Room 1103, 703-695-8582):
(Parking permits) _____

4. Training (LSO, Room 1103, 703-695-8675): _____

5. Government Travel Card (LSO, Room 1103, 703-695-8667): _____

6. IT Branch: (LSS, Room 2324, 703-695-8867):
(Computer, e-mail, passwords) _____

7. Escape Mask Training Center (Turn mask in to Room 3324):
(Call for appointment 695-2425 or 614-2320) _____

8. Supervisory Closeout Performance Appraisal (Final Rating): _____

9. Enter/Exit Brief (SES, LGen) (LSO, Room 1103, will set
up appointments): _____

10. REPORT TO AR TO CHECK OUT (Room 1115), Attach a copy of AR check out sheet.

11. MILITARY ARE REQUIRED TO ATTACH A COPY OF THE BATTALION CHECK IN/OUT SHEETS.

FORWARDING ADDRESS: _____

CHECK IN SHEET

NAME: _____ RANK: _____ DATE ISSUED: _____
 SSN/MOS: _____
 SECTION:/WORK _____

*****ALL PERSONNEL MUST CHECK-IN WITH ALL THE PLACES DESIGNATED BY ORDER OF BN CO*****

MULTIPURPOSE BUILDING (BLDG #29)
 HQBN GOVT CARDHOLDERS (RM 205) (HH MARINES) _____
 S-1 (RM 205) _____
 COMPANY OFFICE (RM 305) _____
 CO _____ (OFFICERS)
 1stSGT _____ (ENLISTED)
 S-3 (ANTHRAX/SMALL POX) (RM 305) _____
 SACO (BRING MED & DENT RECORDS) _____
 URINALYSIS (RM 304) (HRS M/W/F 0800-1100/1330-1500) _____
 CAREER PLANNER (ENLISTED) (RM 306/307) _____
 BN SGTMAJ (SNCO'S) (RM 200) _____
 ADJUTANT (SNCO'S) (RM 200) _____
 EQUAL OPPORTUNITY OFFICER (RM 200) _____
 VOTING OFFICER (RM 200) _____
 TMO (RM 302) _____
 MAILROOM (RM 106) _____
 PMO (RM 108) _____

BLDG #1
 PERSONAL SERVICES BRANCH _____

MISCELLANEOUS
 SAFETY OFFICE (25 YRS AND UNDER) (BLDG 28/2ND DECK) _____
 BEQ MANAGER (ENLISTED & ENLISTED) _____
 GEO BACHELORS ONLY (BLDG #25-BEQ OFFICE) _____
 CHAPLAIN (BEQ RM SOUTH 109) _____

MEDICAL RECORDS
 NAVY ANNEX: _____ PENTAGON: _____ OTHERS: _____
 DENTAL RECORDS
 NAVY ANNEX: _____ PENTAGON: _____ OTHERS: _____

NAVY ANNEX
 FISCAL SECTION/AR-3 GOVT CARDHOLDERS (RM 1025) _____
 ARS SECURITY MANAGER (RM 1006) _____

WORK SECTION
 OIC _____
 DIVISION HEAD _____
 ISMO _____
 AGENCY SECURITY MANAGER _____

SIGNATURE: _____ DATE: _____
 I CERTIFY THAT I HAVE CHECKED-IN WITH EACH REQUIRED SECTION

ADMIN CHF/PERSO: _____ DATE: _____

REVISED on 7 MAY 2004

CHECK OUT SHEET

NAME: _____ RANK: _____ SSN/MOS: _____
 WORK PHONE NUMBER _____

BY ORDER OF THE BATTALION COMMANDER EVERY MARINE, OFFICER & ENLISTED WILL CHECK OUT WITH EACH REQUIRED SECTION.

REQUIRED SECTIONS ARE MARKED: *

BLDG #29

HQBN GOVT CARDHOLDERS (RM 205) (HH MARINES) _____
 CONAD (RM 205) _____
 COMPANY OFFICE (RM 305) _____
 CO _____ (OFFICERS)
 1stSGT _____ (ENLISTED)
 S-3 (RM 305) _____
 SACO (BRING MED & DENT RECORDS) _____
 URINALYSIS (RM 304) (HRS M/W/F 0800-1100/1330-1500) _____
 CAREER PLANNER (ENLISTED) (RM 306/307) _____
 BN SGTMAJ (SNCO'S) (RM 200) _____
 ADJUTANT (SNCO'S) (RM 200) _____
 EQUAL OPPORTUNITY OFFICER (RM 205) _____
 VOTING OFFICER (RM 200) _____
 TMO (RM 302) _____
 MAILROOM (RM 106) _____
 PMO (RM 108) _____

BLDG #1

PERSONAL SERVICES BRANCH _____

MISCELLANEOUS

SAFETY OFFICE (25 YRS AND UNDER) (BLDG 28/2ND DECK) _____
 BEQ MANAGER (ENLISTED) BLDG #25 _____
 BATTALION SUPPLY BUILDING #28 _____

MEDICAL RECORDS

NAVY ANNEX: _____ PENTAGON: _____ OTHERS: _____

DENTAL RECORDS

NAVY ANNEX: _____ PENTAGON: _____ OTHERS: _____

NAVY ANNEX

FISCAL SECTION/AR-3 GOVT CARDHOLDERS (RM 1025) _____
 ARS SECURITY MANAGER (RM 1006) _____

WORK SECTION

OIC _____

DIVISION HEAD _____

ISMO _____

AGENCY SECURITY MANAGER _____

SIGNATURE: _____ DATE: _____

I CERTIFY THAT I HAVE CHECKED-OUT WITH **EACH REQUIRED SECTION**

ADMIN CHIEF/PERSO: _____ DATE: _____

REVISED on 29 APRIL 2004

ADMINISTRATION AND RESOURCES (AR)

EMPLOYEE CHECK OUT SLIP

EMPLOYEE'S NAME: _____

SSN: _____

ROOM NO.	OFFICE	INITIALS	DATE
1115	EMPLOYMENT OFFICE		
1124	EMPLOYEE RECORDS		
1115	EMPLOYEE RELATIONS/TRAINING		
1201	SUPPLY SERVICES		
1010	SECURITY MANAGER (STAFF AGENCY) SECURITY/DOD BADGE PARKING OFFICE (PERMIT)		
1115	EEO/AFFIRMATIVE ACTION		
1230	ARI LAN OFFICE (HELP DESK)		
1025	POSITION MANAGER/PAYROLL OFFICE		

ACTION: _____ EFFECTIVE DATE: _____

FORWARDING ADDRESS: _____

POSITION FROM WHICH YOU ARE LEAVING: _____

GRADE/SERIES: _____

OFFICE CODE: _____

MARINE CORPS ID RETURNED: _____

COMMENTS: _____

